



## Land Use Authority

76 North Main Street

Kanab, Utah 84741

Phone (435) 644-4966

[planning@kane.utah.gov](mailto:planning@kane.utah.gov)

### Procedures for a Road Dedication

The following requirements shall be met in order to amend, extend or vacate a subdivision plat and to be scheduled for the Kane County Land Use Authority Commission agenda.

1. Submit application for each affected owner. Applicant must be a title owner of property in the said plat or have power of attorney to act on behalf of owner. \*It is highly recommended that the applicant or their authorized agent be present at the Land Use meeting that the Amending a Subdivision Plat is an agenda item. Electronic appearance is acceptable if prior arrangements are made.
2. Provide the names and addresses of all property owners within 500 feet of all affected parcels, printed on self-adhesive labels.
3. Pay the required \$300 non-refundable application fee, plus \$10 per notice to be mailed to affected property owners.
4. Pay the required **\$500 engineering deposit** (shall be paid before engineering review will take place). **In the event additional engineering costs are accrued by the County related to a specific project, the project applicant will be responsible for all additional engineering fees.** (KCLUO 9-1-14)
5. Submit the plat for review. (2) 24x36 and (3) 11x17
6. Provide legal description using GIS SHAPE file, submitted by surveyor; file to contain all parcel lines and reference monuments; data file to be GEO referenced to UTM. NAD 83 12N or Ground Coordinate System including ground scale factor (Kane County Land Use Ordinance 9-21E-4C(1-4)).
7. Provide a current title report.
8. Provide statement showing taxes are current.
9. **Application must be received in office 21 days prior to the scheduled Land Use Authority Meeting.**

In accordance with Utah State Code and Land Use Development Management Act, a public hearing shall be scheduled before Kane County Land Use Authority Commission (Utah Code 17-27A-(101-901)).

# **Road Dedication Plat-Drawing Requirements**

1. Boundary bearings and distances data outside boundary
2. Curve data: radius, angle, long chord bearing and distance length
3. All streets to be named, approved through the Recorder's office
4. Bearings and distances of all streets
5. Adjacent streets shown and dimensioned
6. Adjacent fences shown
7. All easements to be labeled and dimensioned; all easements to be abandoned
8. All land with boundaries to be accounted for
9. All dimensions to be to 0.01' and 0'000'00
10. Name of subdivision and parcel numbers
11. North arrow
12. Basis of bearing
13. Name and address of owners of record
14. Legal description of road
15. Township, range, section and quarter section
16. Graphic scale
17. Required monuments
18. County Surveyor's signature block
19. County Attorney's signature block
20. Land Use Authority's signature block
21. County Commission's signature block
22. County Roads/GIS Signature block
23. Signature(s) of owner(s) (notarized) block
24. County Recorder's recording block
25. Lender's signature block or "Consent to Plat" form
26. Surveyor's Certificate

\*Please submit (2) 24" by 36", plat maps and (3) 11" by 17" plat maps along with your application.

**\*Incomplete applications will be returned.**

**\*Application must be received in office 21 days prior to the scheduled Land Use Authority Meeting.**

**\*Fee is non-refundable after engineer's review.**



**Kane County  
Land Use Authority**

76 North Main Street, Kanab, Utah 84741  
(435) 644-4966 or (435) 644-4964  
planning@kanab.utah.gov

**ROAD DEDICATION  
Application Fee \$300  
+ \$10 per notice mailed to neighboring property owners  
Engineering Deposit \$500**

**Owner/Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Parcel Numbers:** \_\_\_\_\_

**Reason for Road Dedication:** \_\_\_\_\_

**I certify that the proposed subdivision plat will conform to the Kane County Subdivision Ordinance and that no changes will be made without prior approval.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**Land Use Action:**

Approve

Deny

\_\_\_\_\_  
Planning Commission Chairman

Commission Approval: \_\_\_\_\_

\_\_\_\_\_  
Date

## LIEN HOLDER STATEMENT

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Location and Legal description of Subdivision Plat:

**\*IF PROPERTY IS OWNED FREE & CLEAR, PLEASE SIGN BELOW:**

The above lots are owned by the above; free & clear.

\_\_\_\_\_  
Signature of Owner/Trustee

\_\_\_\_\_  
Signature of Owner/Trustee

**OR**

**\*IF PROPERTY IS FINANCED OR A LIEN EXISTS, PLEASE COMPLETE THE FOLLOWING AND SUBMIT A COMPLETED LENDER'S CONSENT AND DEDICATION FORM:**

LIEN HOLDER/LENDER: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## LENDER'S CONSENT AND DEDICATION

### LENDER'S ACKNOWLEDGMENT

\_\_\_\_\_, hereby consents to the recordation of the subdivision plat of \_\_\_\_\_, Parcel #: \_\_\_\_\_.

The property described on said subdivision plat of \_\_\_\_\_ & affected by this Consent to record & Dedication is situated in Kane County, Utah, described as follows:

\_\_\_\_\_  
Lender's Signature

### NOTARY STATEMENT

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me, (Name) \_\_\_\_\_, the signer of the within instrument, who duly acknowledged before me that he/she is the (Title) \_\_\_\_\_ of (Financial Institution) \_\_\_\_\_, the corporation that executed the above instrument & was signed in behalf of said corporation by authority of its by-laws, and acknowledged to me that said corporation executed the same.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Public residing at City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_



**Kane County  
Land Use Authority**

76 North Main Street, Kanab, Utah 84741  
(435) 644-4966  
[planning@kane.utah.gov](mailto:planning@kane.utah.gov)

**ROAD DEDICATION  
ROAD DEPARTMENT APPROVAL**  
(Applicant -Please fill out the top portion of this form.)

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Roads affected:** \_\_\_\_\_

**Parcel or Lots affected:** \_\_\_\_\_

**I HAVE REVIEWED THE ATTACHED PLAT AND MAKE THE FOLLOWING  
RECOMMENDATIONS:**

- Approve with county maintenance**
- Approve with county maintenance after it is brought up to county standards and passes inspection from road department**
- Approve without county maintenance**
- Do not recommend approval because**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Bert Harris, Kane County Roads Department

# ARTICLE F. DEDICATION AND ACCEPTANCE OF STREETS AND PUBLIC IMPROVEMENTS

## 9-21F-1: DEDICATION OF SUBDIVISION ROADS:

The subdivider shall dedicate the streets, easements and other public improvements to Kane County at the time the final plat is approved and recorded by the County. The subdivider shall notify the County in writing that all improvements are completed, at which time the Kane County Engineer will perform a final inspection of the roads. The dedication shall be deemed an offer by the subdivider which shall be irrevocable until one year after all of the improvements are completed. The County may, at its option, accept the offer of dedication only if it finds that the subdivider has constructed, installed and maintained the public improvements required by this chapter and that the improvements comply with the minimum standards and requirements of this chapter and the "Kane County Standard Specifications and Drawing Details for Design and Construction" at the time of acceptance. (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)

## 9-21F-2: TIMELINESS FOR ACTING ON ACCEPTANCE:

Unless the Kane County Land Use Authority Administrator extends the time for making a decision as to whether or not Kane County will accept dedicated public improvements, the dedication may be acted upon within one year following the completion of the public improvements in accordance with the "Kane County Standard Specifications and Drawing Details for Design and Construction", but in no event shall such approval occur without the approval of the Kane County Engineer. In the event the Kane County Engineer does not approve the dedicated public improvements, the subdivider shall be so advised in writing and of the reason for the nonapproval. (Ord. 2013-10, 11-4-2013, eff. 11-19-2013)

## 9-21F-3: DEDICATION OF NONSUBDIVISION RIGHTS-OF-WAY AND ROADWAYS:

The Kane County Commission, on recommendation from the Kane County Land Use Authority, may accept Master Transportation Plans for areas in Kane County. Once a Master Transportation Plan is in place for an area the property owner(s) within the Master Transportation Plan area may dedicate the planned road(s) to Kane County. Kane County Land Use Authority and Kane County Commission may accept the dedicated roads by the recording of a road dedication plat. (Ord. O-2019-2, 1-14-2019)

## 9-21F-4: REQUIRED RIGHT-OF-WAY AND ROADWAY WIDTHS:

Rights-of-way/roadways that are dedicated will be dedicated to the required width of the Master Transportation Plan. If the right-of-way/roadway is planned to be centered on the boundary line between two (2) properties, both property owners will be required to dedicate their respective half of the right-of-way/roadway for the right-of-way/roadway to be accepted. If both of the property owners do not agree to the dedication, one of the property owners may dedicate the right-of-way/roadway wholly on their property. The rights-of-way/roadway will be required to be dedicated to provide continuity with adjacent dedicated rights-of-way/roadway.

Notwithstanding this provision, or any other provisions to the contrary in this title, upon application for subdivision or any plat amendment, the County may accept dedication, or may require dedication, of any existing road that is currently listed as a Class B or D road on the official records of the County Road or GIS Department, regardless of the condition or width of the road. (Ord. O-2019-2, 1-14-2019)

## 9-21F-5: ROADWAYS DIVIDING A PARCEL:

When an action initiated by the County for a dedicated roadway which roadway is deeded and accepted by the County, extends through a parcel, dividing said parcel into two (2) or more portions, the owner of the parcel may apply for a division of the parcel, without having to comply with the requirements of this chapter; and if the resulting divided parcel is smaller than required by this title, the parcel shall remain in that zone as a smaller non-conforming parcel. (Ord. O-2018-1, 1-12-2018)

## 9-21F-6: RIGHT-OF-WAY AND ROADWAY IMPROVEMENTS:

Dedicated rights-of-way/roadways not located within a platted subdivision do not have to be improved at the time of dedication. A dedicated right-of-way/roadway will be required to be improved to the standards set forth by the Utah Wildland Urban Interface Code (current edition) prior to a building permit being issued to any parcel required to be served by an all weather surface right-of-way/roadway. The right-of-way/roadway will have to be improved to a minimum twenty eight feet (28') wide improved all weather travel surface, prior to a second building permit being issued on a parcel being served by the right-of-way/roadway. The owner will be required to submit all invoices associated with the cost of building the road to the County. Any building permits issued within ten (10) years of the date of completion of improvements of the right-of-way/roadway will require the property owner to pay a proportionate share of the road construction cost to the property owner who paid the original cost of improvements. The road will be required to be asphalted prior to a development of five (5) acre density, or less, being approved or prior to a building permit being issued which will cause the average daily traffic (ADT) to be above four hundred (400) trips per day or then current standard for very low volume local road as defined by the American Association of State Highway and Transportation Officials (AASHTO) standards. The improvements may be completed with the development construction. (Ord. O-2019-2, 1-14-2019)

AVERAGE DAILY TRAFFIC USAGE TABLE

Land Uses	Units	Daily (Weekday) Average Rate
Single family home	Dwelling units	9.52
Apartment	Dwelling units	6.65
Lodging/hotel	Dwelling units	8.92
Retail/shopping center	1,000 square feet	Non-linear rate
General office building	1,000 square feet	11.03
Superstore	1,000 square feet	50.75
Gasoline/service station	Vehicle fueling positions	168.56
Fast-food restaurant with drive-thru window	1,000 square feet	496.12
Restaurant (sit-down)	1,000 square feet	127.15
Industrial/general light	1,000 square feet	6.97



Land Uses	Units	Daily (Weekday) Average Rate
Charter schools/private (K - 12)	Students	2.48
Civic:		
Library	1,000 square feet	56.24
Government office building	1,000 square feet	68.93
State Motor Vehicle Department	1,000 square feet	166.02

(Ord. O-2018-2, 4-9-2018)

**9-21F-7: RIGHT-OF-WAY IMPROVEMENTS FOR COMMERCIAL DEVELOPMENTS:**  

A commercial development right-of-way will be required to be improved to the Kane County Standards Specifications and Drawing Details for Design and Construction (3.1) Design Standards (A.)(1)(iv.) prior to a building permit being issued to any parcel or development as follows:

- A. The right-of-way will have to be improved to a sixty six foot (66') right-of-way with a minimum twenty eight foot (28') road section width improved area.
- B. The road shall be improved with a minimum of six inches (6") of untreated base course, unless pavement design requires greater section. Submit pavement design based on road traffic loading prepared by engineer licensed in State of Utah.
- C. Any building permits issued within ten (10) years of the date of completion of improvements of the right-of-way will require the property owner to pay a proportionate share of the road construction cost to the property owner who paid the original cost of improvements.
- D. The road will be required to be asphalted prior to a development of five (5) acre density, or less, being approved or prior to a building permit being issued which will cause the average daily traffic (ADT) to be above four hundred (400) trips per day or then current standard for very low volume local road as defined by the American Association of State Highway and Transportation Officials (AASHTO) standards.
- E. The improvements may be completed with the development construction. (Ord. O-2019-4, 3-25-2019)